

# **2 FAM 1660**

## **COMMITTEE ORGANIZATION**

*(TL:GEN-1018; 04-12-1967)*

### **2 FAM 1661 MEMBERSHIP**

*(TL:GEN-1018; 04-12-1967)*

The membership of a committee is fixed initially by the office sponsoring its establishment, is subject to subsequent modification as determined by the committee, but includes those persons and organizations whose participation in the proceedings of the committee is essential to the achievement of its objectives.

### **2 FAM 1662 OFFICERS**

#### **2 FAM 1662.1 General**

*(TL:GEN-1018; 04-12-1967)*

Committees subject to the regulations in chapter 1600 generally have a chairman and a secretary.

#### **2 FAM 1662.2 Chairman**

*(TL:GEN-1018; 04-12-1967)*

The chairman of a committee is normally designated by and selected from the office of primary responsibility for the subject(s) dealt with by the committee. He is responsible for the general operation of the committee, including the following specific functions:

- a. The conduct of committee meetings as presiding officer.
- b. The programming of committee business and meetings, including the assignment of functions and responsibilities to individual members and to the secretariat of the committee.
- c. The action essential to obtaining appropriate administrative consideration of committee actions.

## **2 FAM 1662.3 Secretary**

*(TL:GEN-1018; 04-12-1967)*

The secretary of a committee is normally designated by the chairman. Experience has shown that it is generally most effective to have the chairman and the secretary from the same office. The secretary is immediately responsible for:

- a. Preparation and distribution of minutes, agenda, and other committee papers.
- b. Maintenance and disposition of committee records.
- c. Arrangement of other facilities for committee meetings.
- d. Reporting changes in committee membership, organization, distribution of papers, or terms of reference, and the provision of additional data, including committee papers and records, as requested, to the Committee Management Officer.

## **2 FAM 1662.4 Executive Secretary**

*(TL:GEN-1018; 04-12-1967)*

An executive secretary may be designated in addition to a secretary when, because of the complexity, magnitude and importance of a committee's operation, the coordination of substantive matters is a major function of its secretariat. Accordingly, an executive secretary must possess professional competence and standing in the subjects dealt with by his committee.

## **2 FAM 1663 THROUGH 1669 UNASSIGNED**